

STATE OF CALIFORNIA

Department of Parks and Recreation

# CAREER OPPORTUNITY BULLETIN



**Date: October 11, 2005**

**Bulletin #: 586**

This Career Opportunity Bulletin may also be viewed on our website at  
[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: October 21, 2005**

California Relay Service

**TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

The following advertisement has been cancelled:

**ACCOUNTING OFFICER (SPECIALIST) (\$3589-\$4363)/ACCOUNTANT TRAINEE (\$3027-\$3505) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of an Accounting Administrator I (Supervisor). The incumbent will be responsible for tracking reimbursable expenditures and receipts for interagency agreements and FEMA State Park disasters; preparing letters to State Controller's Office to recognize reimbursements from Advanced Collections; reconciling appropriations with State Controller's Office for various funding sources; remitting cash, posting Journal Entries, and budget entries for assigned funding sources. Knowledge of CALSTARS, Microsoft Word, and Excel is desired. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Dorothy Kroll at (916) 653-5470.

**Please note, the following advertisements are corrections to Career Opportunity Bulletin #585. The final filing date remains the same. The advertisements should have read:**

**ASSISTANT ADMINISTRATIVE ANALYST (\$3589-\$4363)/ACCOUNTANT TRAINEE (\$3027-\$3505) – BUSINESS AND FISCAL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Fiscal Systems Manager. The incumbent will be responsible for the monthly CALSTARS labor process, establishing and maintaining CALSTARS labor tables, and providing assistance to the Department staff with CALSTARS labor distribution issues. The incumbent will also maintain some databases, updating, and enhancing them. The incumbent should have good analytical ability; good verbal and written communication skills; the ability to work with a variety of computer programs; have knowledge of CALSTARS and State Accounting, and have a desire to learn and maintain databases. **State housing is not available.** For further information regarding this position, please contact Cathy Zehnle at (916) 654-7024.

## **Career Opportunity Bulletin #586:**

- **COMMUNICATIONS OPERATOR – NORTHERN COMMUNICATIONS CENTER**
- **COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) (2 POSITIONS) – NORTHERN COMMUNICATIONS CENTER**
- **OFFICE ASSISTANT (TYPING) – ACQUISITION AND DEVELOPMENT DIVISION/ ACCESSIBILITY SECTION**
- **OFFICE ASSISTANT (TYPING) – ACQUISITION AND DEVELOPMENT DIVISION/ CHIEF’S OFFICE**
- **PARK MAINTENANCE ASSISTANT – ACQUISITION AND DEVELOPMENT DIVISION/ ACCESSIBILITY SECTION**
- **PARK MAINTENANCE ASSISTANT – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA**
- **PARK MAINTENANCE SUPERVISOR – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR**
- **STATE PARK EQUIPMENT OPERATOR – CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA**

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

- **LIFEGUARD – GOLD FIELDS DISTRICT/FOLSOM LAKE STATE RECREATION AREA**
- **LIFEGUARD SUPERVISOR I – ORANGE COAST DISTRICT**
- **STATE PARK RANGER – COLORADO DESERT DISTRICT/SALTON SEA SECTOR/ SALTON SEA STATE RECREATION AREA**
- **STATE PARK SUPERINTENDENT I – HOLLISTER HILLS DISTRICT**
- **SUPERVISING STATE PARK RANGER – ORANGE COAST DISTRICT**

### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview  
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **COMMUNICATIONS OPERATOR (\$2487-\$3420) – NORTHERN COMMUNICATIONS CENTER**

The reporting location for this position is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. This position will work under the direction of the NORCOM Communications Supervisors. NORCOM is a 24-hour public safety communications center. The incumbent will dispatch State Park Peace Officers, National Park Peace Officers, Fish and Game Wardens, Lifeguards, and other emergency service personnel in the NORCOM service area, to public safety and non-public safety events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, computer aided dispatch (CAD); answering and dispatching Fish and Game CalTip calls, and receiving and processing Office of Emergency Services (OES) Hazmat reports. **State housing is not available.** For further information regarding this position, please contact Lorin Forehand or Joe Martin at (916) 358-1318.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) (2 POSITIONS) (\$14.35-\$19.73/HOUR) – NORTHERN COMMUNICATIONS CENTER**

The reporting location for this position is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. This position will work under the direction of the NORCOM Communications Supervisors. NORCOM is a 24-hour public safety communications center. The incumbent will dispatch State Park Peace Officers, National Park Peace Officers, Fish and Game Wardens, Lifeguards, and other emergency service personnel in the NORCOM service area, to public safety and non-public safety events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, computer aided dispatch (CAD); answering and dispatching Fish and Game CalTip calls, and receiving and processing Office of Emergency Services (OES) Hazmat reports. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Lorin Forehand or Joe Martin at (916) 358-1318.

**OFFICE ASSISTANT (TYPING) (\$2003-\$2641) – ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION**

The reporting location for this position is at One Capital Mall, in Sacramento. This position will work under the direction of the Accessibility Program Manager. The incumbent will provide clerical support and services to the Accessibility section, and will perform a wide variety of tasks including, but not limited to: typing correspondence and reports, assisting in processing, tracking and monitoring of ADA project reviews, maintaining section vehicle logs and document maintenance, reception coverage, filing, arranging and organizing meetings, and assisting in document preparation, including word processing, photocopying, and handling complicated mailing documents. **State housing is not available.** For further information regarding this position, please contact Linda Canar at (916) 445-4144.

**OFFICE ASSISTANT (TYPING) (\$2003-\$2641) – ACQUISITION AND DEVELOPMENT DIVISION/CHIEF'S OFFICE**

The reporting location for this position is the Chief's Office, located at One Capital Mall, in Sacramento. This position will work under the direction of the Administrative Officer II. The incumbent will provide clerical support and services to the Acquisition and Development Division, and will perform a wide variety of tasks including, but not limited to: reception coverage, filing, arranging and organizing meetings, and assisting in document preparation, including word processing, photocopying, and handling complicated mailing documents. **State housing is not available.** For further information regarding this position, please contact Kris Flachman at (916) 445-7987.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**PARK MAINTENANCE ASSISTANT (\$2511-\$2737) – ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION**

The reporting location for this position is the Lake Perris Maintenance Yard, located in Lake Perris. This position will work under the direction of the Carpenter Supervisor. The incumbent will assist semi-skilled and skilled crew members with the maintenance and modifications in various state parks. The incumbent will assist in the completion of accessibility barrier removal projects as directed by the Department's Transition Plan to comply with the American Disabilities Act (ADA). The incumbent will travel with crew members to park units in the southern part of the state to complete construction projects. **State housing is not available.** For further information regarding this position, please contact Mike Springer at (916) 445-8960.

**PARK MAINTENANCE ASSISTANT (\$2511-\$2737) – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA**

The reporting location for this position is the Lake Perris State Recreation Area. Responsibilities will include housekeeping of facilities and assisting with semi-skilled facility repairs. The incumbent may serve as the lead for seasonal, volunteer, and court referral staff to accomplish a variety of tasks. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Sam Cordaro at (951) 443-2412.

**PARK MAINTENANCE SUPERVISOR (\$3345-\$4025) – CENTRAL VALLEY DISTRICT/FOUR RIVERS SECTOR**

The reporting location for this position is the Four Rivers Sector Maintenance Shop, located near Santa Nella. This position will work under the direction of the Sector Park Maintenance Chief I. The unit facilities include San Luis Reservoir State Recreation Area, Los Banos Creek State Recreation Area, McConnell State Recreation Area, Hatfield State Recreation Area, and Great Valley Grasslands State Park. The incumbent will be responsible for the supervision and management of the facility maintenance, housekeeping, equipment, landscape maintenance, and safety programs. This position provides a challenging opportunity to work with a wide variety of skills, programs, and natural and cultural resources. The incumbent will act in a lead capacity in the absence of the Park Maintenance Chief. **State housing is not available.** For further information regarding this position, please contact Steve Skram at (209) 862-1197 or [sskra@parks.ca.gov](mailto:sskra@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**STATE PARK EQUIPMENT OPERATOR (\$3650-\$4002) – CENTRAL VALLEY  
DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA**

The reporting location for this position is the Millerton Lake State Recreation Area, located in Friant, but may work throughout the district. This position will work under the direction of the Park Maintenance Chief. This opportunity offers outstanding outdoor recreational opportunities in a pleasant rural setting and offers a tremendous variety of experiences operating a variety of heavy or complex motorized maintenance and construction equipment, and other power equipment used in the State Park System for grounds, aquatics, and facility maintenance. The incumbent may transport and/or operate equipment in other units or districts as required. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **A Class A California Driver's License is required. This position will be subject to the Federal Drug and Alcohol Testing Program. Please provide proof of eligibility with application. A state trailer pad may be available.** For further information regarding this position, please contact Al Orozco at (559) 822-2332 or Dan Griggs at (209) 536-5938.

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*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

**LIFEGUARD (\$2890-\$4135) – GOLD FIELDS DISTRICT/FOLSOM LAKE STATE RECREATION AREA**

The reporting location for this position is the Folsom Lake State Recreation Area. This position will work under the direction of the Lifeguard Supervisor II. Duties will include patrol by vehicle and vessel on Folsom Lake and Natoma Lake; law enforcement; assisting with public information and interpretation; participating as directed with various water safety programs; first aid, and resource management. **State housing is not available.** For further information regarding this position, please contact Dan Tynan at (916) 988-0205.

**LIFEGUARD SUPERVISOR I (\$3965-\$4774) – ORANGE COAST DISTRICT**

The reporting location for this position is Huntington State Beach. This position will work under the direction of the Lifeguard Supervisor III. The Orange Coast District is looking for a motivated person to direct the aquatic/visitor services operation for Huntington State Beach and Bolsa State Beach. The incumbent will be responsible to direct numerous Permanent Lifeguard staff. In the absence of other Lifeguard Supervisors, the incumbent will be responsible for other staff in Technical Services. Responsibilities will include, but are not limited to the following: enforcement, management and supervision, aquatic safety and patrol, public safety, facility and equipment maintenance, interpretation, and training. **State housing is not available.** For further information regarding this position, please contact Joseph Milligan at (714) 377-2187.

**STATE PARK RANGER (\$2890-\$4135) – COLORADO DESERT DISTRICT/SALTON SEA SECTOR/SALTON SEA STATE RECREATION AREA**

The reporting location for this position is the Salton Sea Sector entrance station. This position will work under the direction of the Supervising State Park Ranger. Rangers at the Salton Sea are active with on-site interpretive programs including vessel tours, FamCamp, and heavy involvement with school and college educational programs. Law enforcement activities are geared toward resource violations primarily related to fishing. This position stresses aquatic patrol and active participation with research projects for the Salton Sea State Recreation Area. San Diego State University operates a research facility within the recreation area. This unit has heavy involvement with the biological and political attempts to stabilize the Salton Sea, which at this time requires our participation with high profile VIP events with State Legislators, members of Congress, and the President's office. This position will occasionally be required to provide coverage at Picacho State Recreation Area and patrol responsibility at Indio Hills Palms. **State trailer pad may be available.** For further information regarding this position, please contact Kathy Dice at (760) 393-3059.



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*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

### **STATE PARK SUPERINTENDENT I (\$4347-\$5243) – HOLLISTER HILLS DISTRICT**

The reporting location for this position is the Hollister Hills District Office located at Hollister Hills State Vehicular Recreation Area. This position will work under the direction of the District Superintendent. The incumbent will function as the Assistant Superintendent for the District and will be responsible for all visitor services programs. The duties of the incumbent will include coordination of special events, public safety, public information, and peace officer training. The incumbent will be actively involved in the politically sensitive implementation of the General Plan Amendment. Desirable qualities include team building skills, leadership ability, good writing and speaking skills, and the ability to work effectively with volunteers and special interest groups. Motivated candidates with an interest in the Off-Highway Motor Vehicle Recreation Division Program are encouraged to apply. **State housing may be available.** For further information regarding this location, please contact John Horn at (831) 636-5172.

### **SUPERVISING STATE PARK RANGER (\$3965-\$4774) – ORANGE COAST DISTRICT**

The reporting location for this position is the Orange Coast District office, located in San Clemente. This position will work under the direction of the South Sector State Park Superintendent. The Orange Coast District is looking for an innovative, energetic individual with strong leadership skills for an exciting and challenging position supervising visitor services operations at two of the most popular beach parks in Southern California, San Clemente State Beach and San Onofre State Beach. The incumbent will provide oversight and leadership for the visitor services program, liaison with city, county, and federal officials and participate as a State Parks representative to the body of response agencies who are committed to perimeter protection of the San Onofre Nuclear Generating Station, which is completely contained within San Onofre State Beach. **State housing is not available.** For further information regarding this position, please contact Steve Long at (949) 366-8503.

**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.  
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation  
Personnel Office  
ATTENTION: EXAM UNIT  
P.O. Box 942896  
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous	Promotional/ Spot – Sacramento
Communications Operator	Continuous	Open
Water and Sewage Plant Supervisor	Continuous	Open